



## **CITY OF LIBERTY HILL**

### **AMENDING PLAT APPLICATION REQUIREMENTS**

**The Developer shall submit an Amending Plat Application that includes all of the following:**

NOTE: THE AMENDING PLAT WILL NOT BE CONSIDERED "FILED" UNLESS ALL APPLICATION REQUIREMENTS ARE MET.

\_\_\_\_\_ 2 paper copies 24" by 36" of the Amending Plat with the title of the subdivision appearing on the outside

\_\_\_\_\_ 1 copy of the Amending Plat in PDF format

\_\_\_\_\_ An abstractor's certificate which shall state the names and addresses of all current owners and current lien holders of the property described in the Amending Plat. The abstractor's certificate shall be dated no earlier than thirty (30) days prior to the submission for the Amending Plat

\_\_\_\_\_ A copy of the deed(s) identifying the owners of the property

\_\_\_\_\_ 2 copies of an Engineer's Report

\_\_\_\_\_ Certification from a Surveyor that the property boundary closes as per minimum standards set forth by the Texas Board of Professional Land Surveying code, as amended, specifically Sections 663.13 – 663.23 which include provisions requiring 1:10,000 + .010 feet precision for monuments found or set within the corporate limits of any city in Texas

\_\_\_\_\_ Payment of fees including notification fees in accordance with the fee schedule adopted by City Council and provided in this Development Packet. Checks shall be made payable to the City of Liberty Hill

#### **AMENDING PLAT CONTENT (INFORMATION SHOWN ON PLAT):**

\_\_\_\_\_ Title of the subdivision

\_\_\_\_\_ North arrow

\_\_\_\_\_ Scale: 1:100

\_\_\_\_\_ The following information shall appear **in one place on the FIRST sheet**:

OWNERS: (if corporation include name)

ACREAGE:

SURVEYOR:

ENGINEER LOT & BLOCK:

LINEAR FEET OF NEW STREETS:

SUBMITTAL DATE:

DATE OF PLANNING AND ZONING COMMISSION MEETING:

BENCHMARK DESCRIPTION & ELEVATION: See benchmark information below

\_\_\_\_\_ Location map with North arrow

\_\_\_\_\_ Boundary survey with bearings and distances

\_\_\_\_\_ Streets with complete curve data

\_\_\_\_\_ Point of beginning labeled on plat and described in a metes and bounds description

\_\_\_\_\_ Metes and bounds description, tied to corner of original survey and across adjacent streets to determine right-of-way width

\_\_\_\_\_ Monumentation (see requirements contained in this Development Packet)

\_\_\_\_\_ Lot and block lines

\_\_\_\_\_ Numbers on all proposed lots and letters on proposed blocks

\_\_\_\_\_ Dimensions for front \_\_\_\_\_, rear \_\_\_\_\_, and side \_\_\_\_\_ lot lines \_\_\_\_\_ Depiction of the ultimate 100 year flood plain; if the tract is not in the 100 year flood, a note stating such must be shown

\_\_\_\_\_ Dashed lines showing the names and widths of adjacent land subdivisions

\_\_\_\_\_ Lot lines

\_\_\_\_\_ Streets

\_\_\_\_\_ Easements

\_\_\_\_ Water courses  
\_\_\_\_ Street right-of-way widths must be labeled and reflect the City of Liberty Hill Thoroughfare Plan  
\_\_\_\_ Streets: street names must not be duplicates, must be continuous from any adjacent subdivisions, and only one cul-de-sac shall utilize a primary street name  
\_\_\_\_ All existing physical features within the area being subdivided, such as existing watercourses, railroads, width of streets, alleys, easements, etc.  
\_\_\_\_ All drainage easements shall be labeled as "drainage and storm sewer" easements  
\_\_\_\_ Designation of any special purpose lots (i.e., park, landscaping, detention, ROW, etc.); labeled and the area shown in acres.  
\_\_\_\_ Plat note stating: Building setbacks shall be in accordance with Chapter 4, Zoning, and Lot Design Standards City of Liberty Hill Unified Development Code.  
\_\_\_\_ Plat note stating: Sidewalks shall be constructed in accordance with Chapter 5, Subdivisions & Public Improvement City of Liberty Hill Unified Development Code and with the Design and Construction Standards.  
\_\_\_\_ Plat note stating: No obstructions, including but not limited to fencing or storage, shall be permitted in any drainage easements shown hereon.  
\_\_\_\_ Plat note stating: A ten foot (10') PUE abutting and along the street side property line is hereby dedicated for all street side property lots shown hereon.  
\_\_\_\_ Plat note stating: This Plat conforms to the Concept Plan (or Preliminary Plat if no Concept Plan was required) approved by the City Council on INSERT APPROVAL DATE.  
\_\_\_\_ Signed and notarized certificate of ownership, consent, restrictions, and dedications contained therein

**IF THERE ARE LIEN HOLDERS:**

**Signature Block for Corporate Entity**

STATE OF TEXAS §

COUNTY OF WILLIAMSON §

That [Name of corporate entity], a [State of formation] [type of corporate entity], as the owner of that certain acre tract of land recorded in Volume, Page, of the Official Records of Williamson County, Texas do hereby dedicate to the public forever use of the streets, alleys, easements and all other lands intended for public dedication as shown hereon to be known as \_\_\_\_\_

\_\_\_\_\_ subdivision.

**[NAME OF CORPORATE ENTITY]**

\_\_\_\_\_  
[Name of authorized officer]

\_\_\_\_\_  
[Title of officer]

THE STATE OF TEXAS §

COUNTY OF WILLIAMSON §

This instrument was acknowledged before me on the \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_,  
by, [Name of authorized officer], as [Title of officer] of [Name of corporate entity], a State of formation]  
[type of corporate entity], on behalf of said [Name of corporate entity].

Notary Public, State of Texas

Printed Name:

My Commission Expires:

**Signature Block for Natural Person**

STATE OF TEXAS §

COUNTY OF WILLIAMSON §

That I, as the owner of that certain acre tract of land recorded in Volume \_\_\_\_, Page \_\_\_\_, of the Official Records of Williamson County, Texas do hereby dedicate to the public forever use of the streets, alleys,

easements and all other lands intended for public dedication as shown hereon to be known as \_\_\_\_\_ subdivision.

\_\_\_\_\_  
[Name of Owner]

THE STATE OF TEXAS §  
COUNTY OF WILLIAMSON §

This instrument was acknowledged before me on the \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_,

By, Notary Public, State of Texas

Printed Name:

My Commission Expires:

AND

STATE OF TEXAS §  
COUNTY OF WILLIAMSON §

That \_\_\_\_\_, the Lien Holder of that certain \_\_\_\_\_ acre tract of land recorded in Volume \_\_\_\_\_, Page \_\_\_\_\_, of the Official Records of Williamson County, Texas do hereby consent to the subdivision of that certain \_\_\_\_\_ acre tract of land situated in the City of Liberty Hill, Williamson County, Texas, and do further hereby join, approve, and consent to the dedication to the public forever use of the streets, alleys, easements and all other lands intended for public dedication as shown hereon.

\_\_\_\_\_  
(Name of Lien holder)

By:

\_\_\_\_\_, its \_\_\_\_\_  
(Typed Name)

**IF THERE ARE NO LIEN HOLDERS:**

**Signature Block for Corporate Entity**

STATE OF TEXAS §  
COUNTY OF WILLIAMSON §

That [Name of corporate entity], a [State of formation] [type of corporate entity], as the owner of that certain acre tract of land recorded in Volume \_\_\_\_\_, Page \_\_\_\_\_, of the Official Records of Williamson County, Texas do hereby certify that there are no lien holders and dedicate to the public forever use of the streets, alleys, easements and all other lands intended for public dedication as shown hereon to be known as \_\_\_\_\_ subdivision.

**[NAME OF CORPORATE ENTITY]**

\_\_\_\_\_  
[Name of authorized officer] [Title of officer]

THE STATE OF TEXAS §  
COUNTY OF WILLIAMSON §

This instrument was acknowledged before me on the \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_, by, [Name of authorized officer], as [Title of officer] of [Name of corporate entity], a State of formation] [type of corporate entity], on behalf of said [Name of corporate entity].

Notary Public, State of Texas

Printed Name:

My Commission Expires:

**Signature Block for Natural Person**

STATE OF TEXAS §

COUNTY OF WILLIAMSON §

That I, as the owner of that certain acre tract of land recorded in Volume, Page, of the Official Records of Williamson County, Texas do hereby certify that there no lien holders and dedicate to the public forever use of the streets, alleys, easements and all other lands intended for public dedication as shown hereon to be known as \_\_\_\_\_ subdivision.

\_\_\_\_\_ [Name of Owner]

THE STATE OF TEXAS §

COUNTY OF WILLIAMSON §

This instrument was acknowledged before me on the \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_, by,

Notary Public, State of Texas

Printed Name:

My Commission Expires:

**Certificate, signature, and seal of licensed surveyor who surveyed the land.** Use the following format:

THE STATE OF TEXAS §

COUNTY OF WILLIAMSON §

That I, \_\_\_\_\_, do hereby certify that I prepared this plat from an actual and accurate on-the-ground survey of the land and that the corner monuments shown thereon were properly placed under my personal supervision, in accordance with Chapter 5, Subdivisions, Public Improvements City of Liberty Hill Unified Development Code.

\_\_\_\_\_  
Signature and Seal of Licensed Surveyor Date

**Certificate, signature, and seal of a registered professional engineer.** Use the following format:

THE STATE OF TEXAS §

COUNTY OF WILLIAMSON §

That I, \_\_\_\_\_, do hereby certify that the information contained on this plat complies with Chapter 5, Subdivisions; Public Improvements City of Liberty Hill Unified Development Code and the Design and Construction Standards adopted by the City of Liberty Hill, Texas.

\_\_\_\_\_  
Signature and Seal of Licensed Engineer Date

**Certificate of approval to be signed by City Administrator or designee.** Use the following format:

I, Kathy Clark, City Administrator or designee of the City of Liberty Hill, Texas, under the authority granted me in Section 2.03.02.A of the Unified Development Code, in accordance with the Texas Local Government Code §212.0065, do hereby certify this plat as approved for filing of record with the County Clerk of Williamson County, Texas.

\_\_\_\_\_  
Kathy Clark, City Administrator or designee      Date

**Certificate for recording plat in Williamson County Clerk's office.** Use the following format:

THE STATE OF TEXAS §

COUNTY OF WILLIAMSON §

That I, Nancy Rister, Clerk of the County Court of said County, do hereby certify that the foregoing instrument in writing, with its certification of authentication, was filed for record in my office on the \_\_\_\_ day of \_\_\_\_\_ A.D., 20 \_\_\_\_, at \_\_\_\_ o'clock \_\_\_\_ M. and duly recorded on the \_\_\_\_ day of \_\_\_\_\_, A.D., 20 \_\_\_\_, at \_\_\_\_ o'clock \_\_\_\_ M. in the Plat Records of said County, in Cabinet \_\_\_\_\_, Slide(s) \_\_\_\_\_.

WITNESS MY HAND AND SEAL of the County Court of said County, at office in Georgetown, Texas, the date last above written.

NANCY RISTER, Clerk, County Court Williamson County, Texas

By: \_\_\_\_\_

Deputy

**RECORDATION PROCEDURES** (1) In order for the approved Plat to be recorded, the Developer must submit the following to the City Administrator or designee:

\_\_\_\_\_ An abstractor's certificate which shall state the names and addresses of all current owners and current lien holders of the property described in the Plat. The abstractor's certificate shall be dated no earlier than thirty (30) days prior to request for recordation of the Plat if applicable;

\_\_\_\_\_ An acknowledged signature on the Plat by the current owner of the land being platted if the current owner is different than the owner at the time the Final Plat was approved;

\_\_\_\_\_ A deed for any parkland dedication or cash contribution in lieu of parkland dedication, if applicable. If the Final Plat is a phase of the total tract to be platted and it does not include the parkland to be dedicated, the Developer must provide a temporary access easement to the parkland acceptable to the City in a form approved by the City Attorney.

\_\_\_\_\_ A deed for right-of-way, drainage and/or detention lots to be dedicated to the City as applicable;

\_\_\_\_\_ Current original tax certificates;

\_\_\_\_\_ Williamson County affidavit certifying tax certificates (form follows);

\_\_\_\_\_ The fees for preparing reproducible drawings required to record the Plat;

\_\_\_\_\_ A copy of the letter from the City Engineer either certifying that the Public Improvements have been satisfactorily completed in accordance with Section 7.05 of the Liberty Hill Unified Development Code or that Subdivision Improvement Construction Plans have been accepted by the City Engineer and the appropriate fiscal security has been posted in accordance with Section 7.05;

\_\_\_\_\_ The prescribed County recordation fees (by check made payable to "Williamson County");

\_\_\_\_\_ Separate instrument easements where applicable;

\_\_\_\_\_ All conditions per the Planning and Zoning Commission's approval have been met;

### **AFFIDAVIT FOR RECORDATION**

THE STATE OF TEXAS §

COUNTY OF WILLIAMSON §

Now comes \_\_\_\_\_, the subdivider of a subdivision to be known as \_\_\_\_\_, and states under oath or affirmation and subject to penalties of law that the original tax certificates attached to the plat of the subdivision describe all of the property contained within the subdivision and all taxing entities with jurisdiction over the property.

Signature \_\_\_\_\_ Date \_\_\_\_\_ Typed Name \_\_\_\_\_

Acknowledged and sworn before me on \_\_\_\_\_, 200\_\_

Notary Public

My commission expires \_\_\_\_\_